DOCUMENT RESUME

ED 118 179 JC 760 105

AUTHOR Malkames, James P.; And Others
TITLE Hotel and Restaurant Management; A Bibliography of Books and Audio-Visual Materials.
INSTITUTION Luzerne County Community Coll., Nanticoke, Pa.
PUB DATE 75
NOTE 138p.

EDRS PRICE MF-$0.83 HC-$7.35 Plus Postage
DESCRIPTORS Audiovisual Aids; *Bibliographies; Books; *Food Service Industry; Food Service Occupations; *Hotels; Junior Colleges; Library Collections

ABSTRACT

This bibliography represents a collection of 1,300 book volumes and audiovisual materials collected by the Luzerne County Community College Library in support of the college's Hotel and Restaurant Management curriculum. It covers such diverse topics as advertising, business practices, decoration, nutrition, hotel law, insurance landscaping, health standards and air conditioning, as well as food service and related technologies. Although more than half of the references are available through regular trade publishers, many of the references come from a wide range of small, independent, and relatively obscure publishers. Materials are cross referenced by curriculum topic: fundamentals food, hotel and restaurant accounting, food sanitation, introduction to hospitality industry, nutrition and menu planning, food purchasing, quantity food preparation, hotel-motel operations, property management and housekeeping, layout of food service equipment, beverage operations, merchandizing for the hospitality industry, meat analysis, food vending, food and labor cost control, and related topics. Many of the references are included under several topic headings. The college's Hotel and Restaurant Management curriculum is briefly described. (NHM)

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HOTEL and RESTAURANT MANAGEMENT

A BIBLIOGRAPHY OF BOOKS AND

AUDIO-VISUAL MATERIALS

PREPARED BY

LUZERNE COUNTY COMMUNITY COLLEGE

NANTICOKE, PENNSYLVANIA 18634

1975

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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This bibliography has been compiled for use by institutions, schools, colleges and libraries, and is intended to provide resource materials for the hotel and restaurant industry of Northeastern Pennsylvania.

The compilers wish to acknowledge the assistance of Ms. Gloria Bronson, Ms. Marie Gill, Ms. Nancy Cripanuk and Ms. Mary Jones, who were most helpful in compiling, typing and proofreading the manuscript of this bibliography.

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INTRODUCTION

Luzerne County Community College, Nanticoke, Pennsylvania is one of the newer colleges in the country, having opened its doors to its first students in October, 1967. Its library, however, already contains one of the finest collections of books available for support of a Hotel and Restaurant Management Program.

The College's Hotel and Restaurant Curriculum closely follows the recommendations of the Committee on the Junior College Curriculum for the Public Hospitality Industires, Council on Hotel, Restaurant, and Institutional Education (CHRIE). The program is designed to prepare students for middle management positions in the hospitality industry.

The primary purpose of this program is to prepare students for immediate employment upon completion of studies leading to the Associate in Applied Science Degree. (If they so desire, students may choose a one-year course of study leading to the Certificate of Specialization. In some instances, certain courses may be accepted for advanced standing in transfer to a four-year college or university).

To provide the student with a practical working knowledge of the various activities found within the public hospitality industry, about half the curriculum is devoted to the basic principles of hotel and restaurant operation and management. Liberal arts-sciences and basic business account for the other half. In addition, a number of hours of work experience in the hospitality industry is required. Subject matter content is supplemented with visual aids, guest lecturers, seminars, laboratory work, field trips, and the ever-vital library assignments such as term papers, abstracts and research reports.

The Luzerne County Community College Library contains an estimated 1,300 book volumes and receives 18 periodicals relating to the public hospitality field. The collection takes on added significance as it represents the most complete and comprehensive collection of its kind in Northeastern Pennsylvania.

Although the books and periodicals are primarily for student use, the College has adopted a policy of making them available to representatives of the hotel and restaurant industry in the area. Those affiliated with the industry may visit the College library to do research or to borrow materials for study. Persons located outside Luzerne County have access to the literature on an inter-library loan program through local public and educational libraries. (See page for further details)

The references listed on the following pages represent the hotel and restaurant resource materials cataloged at the Luzerne County Community College Library. A quick preview of the titles shows the literature includes many practical "how-to-do-it" books for the practitioner. There are, in addition, books of a highly technical nature, dealing with such areas as frozen food technology, nutrition, and the like.
Only a representative selection of cookbooks is listed, and these are regional in character.

The scope of the literature, consistent with the courses taught at Luzerne County Community College, includes such diverse topics as advertising, business practices, decoration, nutrition, hotel law, insurance, landscaping, health standards and air conditioning, as well as food service and other related technologies.

More than half the references are available through regular trade publishers; many of the others, however, come from a wide range of small, independent, and relatively obscure publishers. For bibliographic access to the latter group, one should investigate the periodical literature of the

field (several titles are listed below), announcements and bibliographies from various trade and business organizations, and government documents.

This bibliography represents a balance between fairly recent titles and older titles many still in print. It should be recognized, however, that Hotel and Restaurant Management is a relatively new field of study; the technologies involved are barely out of their infancies. Purchase of older titles should be weighed carefully against the possibility that their usefulness will be short-lived in light of new developments in the field. Caution is also advised in the acquisition of a great many cookbooks, which add bulk but little substance to a collection.

Some periodicals containing bibliographic and review information are: American Automatic Merchandiser; Cooking for Profit; Food Service; Food Technology; Cornell Hotel and Restaurant Administration Quarterly; Hospitality, Food and Lodging; Gourmet; Institutions; Volume Feeding Management.

The National Restaurant Association is another important source of literature in the field, as is the Council on Hotel and Institutional Education (Ithaca, New York).

BORROWING PROCEDURES

Books, Printed materials and audio-visual aids pertaining to the Hotel and Restaurant Management Program may be borrowed from Luzerne County Community College Library by recognized members of the industry. Subject to faculty needs, these materials will be loaned for the following time periods:

a. Audio-visual aids -- two weeks

b. Books and printed materials -- four weeks

These materials are available to borrowers, who must observe one of the following procedures:

A. Inter-library loan through borrower's local library --
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   3. Material will be sent to local library by L.C.C.C.
   4. Borrower will pick up material at local library, and return to local library after using it.
   5. Local library will return material to L.C.C.C.

B. Direct request to Luzerne County Community College --
   1. Contact Luzerne County Community College Library to request materials.
   2. Arrange for pick-up or delivery of materials.
   3. Return materials to Luzerne County Community College Library after using.

No charge will be made for use of these materials; borrowers are requested to pay only return delivery costs. If materials are damaged in use, borrower may be requested to pay replacement costs or repair charges, which will be determined by our library. Further information concerning available materials and borrowing procedures may be secured by calling L.C.C.C. Library (717) 735-8300, Ext. 201 .

Write: L.C.C.C. Library
Prospect Street and Middle Road
Nanticoke, Pennsylvania 18634

LUZERNE COUNTY COMMUNITY COLLEGE
HOTEL & RESTAURANT MANAGEMENT
CURRICULUM

FIRST YEAR

First Semester	Sem.-Hrs.
ENG 101-English Composition I or ENG 105-Basic Communications I	3
BUS 251-Personnel Administration	3
HRM 101-Fundamentals of Food	3
HRM 109-Nutrition & Menu Planning	3
HRM 107-Introduction to the Hospitality Industry	1
HPE 101-Physical Education	1
	14

First Semester	Sem.-Hrs.
PSY 103-General Psychology or PSY 101-Human Relations	3
ACC 103-Applied Accounting	3
HRM 217-Meat Analysis	2
HRM 211-Layout of Food Service Equipment	3
HRM 213-Beverage Operations	2
HRM 105-Food Sanitation	2
HRM 215-Merchandising for the Industry	2
	17

Second Semester	Sem.-Hrs.
ENG 102-English Composition II or ENG 106-Basic Communications II	3
HRM 122-Food Purchasing	3
HRM 126-Quantity Food Preparation	3
HRM 130-Hotel-Motel Operations	3
HRM 132-Property Management and Housekeeping	3
BUS 105-Business Mathematics	(3)
HPE 102-Physical Education	1
	16 or 19

Second Semester	Sem.-Hrs.
SPE 125-Fundamentals of Speech	3
BUS 261-Business Law	3
ACC 104-Hotel & Restaurant Accounting	3
HRM 228-Food & Labor Cost Control	2
HRM 226-Food Vending	2
HRM 256-Hotel & Restaurant Seminar	1
	14

HRM 260-Hotel & Restaurant Work Experience Practicum
(500 work experience hours in the Hospitality Industry --non credit). Required of AAS degree students only.

*BUS 105 must be taken by those students who are enrolled in the AAS degree program.

A one-year Certificate of Specialization Program is also available.

101 FUNDAMENTALS OF FOOD

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Kallem, Anne. (Originally by Marianne von Bornstedt and Ulla Prytz.)
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Kroh, Patricia
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Lundberg, Donald E.
The Tourist business. Chicago, Ill., Institutions/Volume Feeding Management Magazine distributed by Cahners Books, Boston, 1972.

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The wonderful world of food. Garden City, N.Y., Garden City Books, 1958.

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Pollution: the food we eat. Minneapolis, Minn., Lerner Publications Co., 1972.

Lowenberg, Miriam E.
Food and man. New York, Wiley, 1968.

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Simon, Arthur
Breaking bread with the hungry. Augsburg Publishing House, 1971.

Taylor, Clara M. and Riddle, Katherine P.; editors.
An annotated international bibliography of nutrition education. New York, Teachers College Press, 1971.

Vara, Albert C.
Food and beverage industries: a bibliography and guidebook. Detroit, Gale Research Co., 1970.

AUDIO-VISUAL MATERIALS

Films (16 MM.) - Listed below are 16 MM sound films which require a motion picture film projector, with sound capability for viewing.

A Representative Beef Carcass Breakdown.
Iowa State University Film Production, 1972. Sound, color. With guide.

SUMMARY:

Identification of meat cuts from a beef carcass, how and where to make the cuts, and approximate yield.

A Representative Beef Rib Breakdown.
Iowa State University Film Production, 1972. Sound, color. With guide.

SUMMARY:

Identification of beef rib cuts, how and where to make them.

A Representative Beef Short Loin Breakdown.
Iowa State University Film Production, 1972. Sound, color. With guide.

SUMMARY:

Describes the location of the short loin, identifies cuts made from it, and how to make the various cuts.

Filmstrips - Listed below are silent filmstrips which need only a filmstrip projector for viewing. There is no accompanying sound program.

Basic Principles of Kitchen Layout.
U.S. Dept. of Health, Education and Welfare, Public Health Service. Four black and white filmstrips. "A Communicable Disease Center Program, in cooperation with the North Carolina State Board of Health."

Basic Principles of Refrigeration.
U.S. National Audio-Visual Center. One black and white filmstrip "Presented by the U.S. Department of Health, Education and Welfare." It contains an analysis of refrigeration and refrigerating machinery.

Food Sanitation, parts 1 to 4
U.S. National Audio-Visual Center. Four color filmstrips "Presented by the U.S. Department of Health, Education and Welfare."

Learning Information, Inc., New York, N.Y.
Nine color programmed instruction filmstrips with program guide.

CONTENTS:

"The Complete Dishwasher" (4 parts).
"The Attentive Bellman."
"Product-market-competitor analysis for Hotels and Motels."
"Hotel Enterprise (3 parts).

SUMMARY:

Programmed instruction filmstrips for training hotel and restaurant personnel.

Getting Acquainted with Pork.
National Live Stock and Meat Board. One color filmstrip, which discusses the selection, identification, cookery, freezing and storage of pork. 1964.

How to Buy Fish.
National Film Board of Canada. One color filmstrip, 1959.

SUMMARY:

Describes the quantity & kind of fish to buy & explains how to recognize the quality of fish & seafood displays in the counters of fish dealers or supermarkets. Points out how to know when fish is fresh, how to detect signs of deterioration, & how to keep fish fresh until used. Gives ideas for serving fish. With captions.

Nutrition and Foods

Set B-15 of the Filmstrip-of-the Month Club. Three color filmstrips, with teaching guide, produced by the Popular Science Publishing Company, Inc.

CONTENTS:

Filmstrip No. 546: "Keeping Food Safe to Eat" (1954) explains the causes of decay and spoilage of food and shows methods of food preservation.

Filmstrip No. 613: "Nutrition: Energy, Growth and Repair" illustrates the relationship of nutrition to energy. (1962)

Filmstrip No. 1521: "Population and Food" (1964) discusses population build-up, the growing concern for food supply and suggests methods of controlling over-population.

Protect Frozen Foods from Temperature Damage.

One 23-frame filmstrip, with lecture notes, prepared by the Federal Extension Service, U.S. Department of Agriculture.

SUMMARY:

Demonstrates how temperature change affects frozen foods, presents facts on kinds of quality loss and their rates at various temperatures and illustrates methods for improving the handling of frozen foods without destruction of cartons or individual packages.

Quick Breads.

Wheat Flour Institute. Three color filmstrips. Made by Fred G. Korth. 1954.

CONTENTS:

"Biscuit method" - Part 1.
"Muffin method" - Part 2.
"Variety round-up" - Part 3.

SUMMARY:

Part 1 - Shows a standard method of preparing biscuits and scones. Gives a basic recipe & demonstrates how to vary it by additional ingredients & use. Includes main dishes & desserts.

Part 2 - Shows step-by-step a standard method of mixing muffins. Demonstrates how muffin-type breads are used as bread, part of a main dish, and dessert.

Part 3 - Shows the preparation of dumplings, steamed breads, corn bread, girddle-cakes, waffles, popovers, cream puffs, doughnuts, and fritters.

Ripe Olives in Today's Menus.
Olive Administration Committee. One color filmstrip. With guide.

SUMMARY:

Describes the four principal types of olives, how they are processed, in what forms they are available, and suggested ways of serving them.

Sausage-A Tradition in Good Eating.
National Live Stock and Meat Board. One color filmstrip. With script. 1966.

SUMMARY:

Discusses the history and manufacture of sausage and identifies various types of sausage and ready-to-serve meats.

Storing Foods
One black and white filmstrip prepared by the McGraw-Hill Book Company (1969).

SUMMARY:

Illustrates methods of properly storing foods; useful in teaching food-service employees the importance of preserving foods.

Slides - Listed below are slide sets that require a slide projector for viewing. There is no accompanying sound program.

Food Service in Nursing Homes and Related Facilities.
One hundred and nine 35 MM color slides produced by Edith T. Aiken.

Fresh Fruits and Vegetables
Ninety 35 MM color slides produced by Blue Goose, Inc.

One Hundred and One Meat Cuts
One hundred and one 35 MM color slides, with illustration guide, produced by the National Live Stock and Meat Board.

Sound-filmstrip units - Listed below are filmstrips that have an accompanying 33 1/3 r.p.m. phono-record. A combination film-strip/ record player, which can be operated manually or automatically, is required for projection.

American Hotel and Motel Association Training Films.
Four color filmstrips, with discussion guide and four records, prepared by Admaster Prints, Inc. (1968).

CONTENTS:

"I Like People" (2 parts). These filmstrips give employees insight into the role and duties of the room clerk, illustrating the kinds of situations he will meet and how to handle them.

"The Magic Touch" (2 parts). These filmstrips show the roles and duties of the maid, including the importance of her relations with guests, housekeepers, other employees and management.

The Angry Flame: A Fire Protection Message
One filmstrip, with 10 minute record program, prepared by the National Restaurant Association (1969).

SUMMARY:

An audio-visual safety training program for food service employees, students, trainees and supervisory management personnel.

Chet Huntley Reports on Vending: The Modern Approach to School Feeding
One color filmstrip, with 14 minute record program, prepared by the Vendo Company of Kansas City, Missouri.

SUMMARY:

Shows how vending machines can be used as a means of school feeding.

Cinderella's Three Sisters
One color filmstrip, with record. Restaurant-Hotel Aids, Inc., 1972.

SUMMARY: Sound-filmstrip program to be used in the training of waitressing.

Establishment and Equipment Sanitation.
One color filmstrip, with 10 minute record program, prepared by the National Restaurant Association. (1969).

SUMMARY:

Sanitary care of tableware, utensils and other food service equipment is illustrated, with special emphasis given to the protection of food contact surfaces; explains difference between cleaning and sanitizing.

Fast Food Service.
One color filmstrip, with record. Restaurant-Hotel Aids, Inc., 1972.

SUMMARY:

Sound-filmstrip program to be used for training waitresses.

Food Merchandising.
One color filmstrip, with record. Vendo Company.

SUMMARY:

Sound-filmstrip program showing automatic food service machines and types of foods used in them.

Food Protection
One color filmstrip, with 10 minute record program, prepared by the National Restaurant Association (1969).

SUMMARY:

This filmstrip program gives rules for safe food handling through sanitary cooking, re-heating, serving, and storage; explains how time and temperature affect germ growth.

Food Service, A Career to Consider
One color filmstrip, with 10 minute record program and teacher's guide, prepared by the H. J. Heinz Company in cooperation with the National Restaurant Association.

SUMMARY:

The goal of this guidance kit for young people is to interest them in the food service industry as a possible career.

The Freeloaders: Foodservice Pest Control
One color filmstrip, with 10 minute record program, prepared by the National Restaurant Association (1970).

SUMMARY:

This sound-filmstrip set is useful for training food service employees, students and trainees to control pests found in food service operations.

Frozen Gold
One color filmstrip, with record program, prepared by the Frozen Potato Products Institute.

SUMMARY:

This sound-filmstrip set is designed to acquaint persons interested in food service with frozen potato products now available and the business opportunities they present.

Modern Sandwich Methods for Quantity Food Service.
One color filmstrip, with two records. American Institute of Baking, 1960.

SUMMARY:

Sound-filmstrip program on menu ideas for sandwich-making in quantity food service areas.

The New Convenience Foods Program Concept.
One color filmstrip, with record. National Restaurant Association, 1971.

SUMMARY:

Program developed by George D. Hanby Associates, Inc. and presented by the National Restaurant Association at the 53rd NRA convention and educational exposition, May 20-24, 1972.

The Personal Side
One color filmstrip, with 10 minute record program, prepared by the National Restaurant Association (1969).

SUMMARY:

This filmstrip emphasizes the individual employee's role in safeguarding food through good personal hygiene; shows how contamination can spread.

The Smart Waitress
Four color filmstrips, each with a 10 minute record program, prepared by the National Restaurant Association (1970).

CONTENTS:

"Personal Presentation"
"Attitude"
"Salesmanship"
"Teamwork"

SUMMARY:

An audio-visual training program for food service employees, students and trainees, as well as supervisory and management personnel.

To Net Bigger Profits....Fish With Imagination
One color filmstrip, with record program, prepared by the National Fisheries Institute (1968).

SUMMARY:

This sound-filmstrip program is designed to help personnel in the food service industry create, merchandise and sell more low-cost, high-profit fish and seafood dishes.

The Unwanted Four; Germs That Cause Food Poisoning

One color filmstrip, with 14 minute record program, prepared by the National Restaurant Association.

SUMMARY:

This sound-filmstrip set, relating to the four groups of organisms commonly causing food born illness, contains a safety training program for food-service employees, students, trainees and management personnel.

Work Smart-Stay Safe; An Employee Safety Message

One color filmstrip, with 10 minute record program, prepared by the National Restaurant Association.

SUMMARY:

This sound-filmstrip set, which stresses safe working procedures, contains a safety training program for food-service employees, students, trainees and management personnel.

Write Your Own Ticket

Five color filmstrips, with five records, prepared by the Coca-Cola Company and the National Restaurant Association.

CONTENTS:

"Write Your Own Ticket" discusses the opportunities in the food-service field and how employees can work their way up.

"Take A Giant Step" shows what employees can do to become more successful.

"Meet a V.I.P." dramatizes the importance of jobs as they relate to speed, selection, eye-appeal and price.

"The Way the Cookie Crumbles" shows how to serve customers better.

"The Right Formula for Success" shows how an employee can take the initiative, develop and become a leader in the food-service field.

Sound-slide units - Listed below are slides that have an accompanying cassette tape. A slide projector and a cassette tape player, or a synchronized sound-slide projection unit is required for viewing.

Clean Dishes.
National Sanitation Foundation. 140 color slides, with cassette tape.

Study Prints - Listed below are study prints which require no projector and have no accompanying sound program.

Meat Identification Kit

This is a set of one hundred and eight 6" x 8" natural color pictures showing the different cuts of meat. They were prepared by Interstate Printers and Publishers (1969).

Transparencies - Listed below are transparency sets which require an overhead projector for viewing. There is no accompanying sound program.

Additives in Our Food

Five color transparencies, with teacher's guide and booklet, presented by the Educational Services Staff, Food and Drug Administration, in consultation with Jessie Helen Haag, University of Texas.

Foods and Nutrition

These transparency sets, each with a teaching guide, were prepared under the supervision of Dr. Henrietta Flech, Chairman of the Home Economics Department of New York University.

CONTENTS:

VT-8 "Basic Food Preparation Techniques." (10 transparencies)

VT-14 "Snacks" (10 transparencies)

VT-15 "Symbolism" (10 transparencies).

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